



Alan C. Lloyd, Ph.D.
Secretary for
Environmental
Protection

California Integrated Waste Management Board

Rosario Marin, Chair
1001 I Street • Sacramento, California 95814 • (916) 341-6000
Mailing Address: P. O. Box 4025, Sacramento, CA 95812-4025
www.ciwmb.ca.gov



Arnold Schwarzenegger
Governor

September 2005

Subject: Fiscal Year 2004/2005 Form 303 Reporting

Enclosed are the California Integrated Waste Management Board's regulatory mandated (CIWMB) Form 303; and the separate CIWMB Household Hazardous Waste (HHW) Program Survey.

The Form must be completed by all public agencies that sponsored a HHW program during the past fiscal year commencing July 1, 2004 and ending June 30, 2005. **Only the lead agency of an HHW collection program will report the total waste volumes collected on the Form 303. If you have received this form by mistake, please contact Mary Misemer so she can correct your status in the database and send you the correct forms.**

The CIWMB is in the process of formally revising the regulation for the Form 303. This is being done to update the currently outdated form and to include the identification of additional waste streams. You may have contributed to the dialogue on the changes last year and will again be notified of the changes when the regulatory process commences.

The attached Form 303 is presented this year as a pilot project to include the additional waste stream reporting of electronic waste, universal waste, compressed gas cylinders, photo waste, and treated wood, as well as the consolidation of some of the other previously reported waste streams. The form's waste volumes is represented as an Excel spreadsheet. You no longer need to complete a form for each Program Type. **You only need to complete ONE form for all your programs.** This will make it easier for your local government to complete and for the state to more readily tabulate the data. In the near future, the goal is to have the Form 303 completely automated so that you can input the data on-line once the bugs are worked out during this pilot period.

To complete the form this year, refer to the bullets listed below:

- Report waste volume totals by HHW program type rather than by the formerly mandated facility location. Report waste volume for each program type that you had sponsored/conducted in the reporting period. (See example in Section F. of Form 303)
- Report all HHW waste volumes collected in pounds, including used oil if you consider used oil as part of your HHW program. **Do not include** used oil collected at certified oil

California Environmental Protection Agency

 Printed on Recycled Paper

Join Governor Schwarzenegger to Keep California Rolling.

Every Californian can help to reduce energy and fuel consumption. For a list of simple ways you can reduce demand and cut your energy and fuel costs, Flex Your Power and visit www.fypower.com.

- centers and oil collected through curbside oil collection programs.
- All waste volumes must be reported in pounds, rounding off to the nearest whole pound. And, report the percentages of waste management methods used to the nearest whole percentage point.
 - Identify all program types with the corresponding EPA ID numbers. Use additional paper if necessary.
 - Do not enter a contractor as the reporting source or the contact person. The **contact** person must be the reporting agency's **HHW program manager**. The reporting agency is the agency who completed the "permit by rule" application which allows the agency to operate the HHW activities and events. Contractor (those who operate the HHW program for the public agency) information may be entered separately, if appropriate.

Survey

The CIWMB HHW Program Survey is also included. This survey will help Board staff compile HHW program cost information and other information of program interest. While completing the Survey is voluntary, the survey has become more important than ever in obtaining program information, including the costs to demonstrate local programs' ever increasing fiscal obligations and needs.

By **November 1, 2005 (for this year only)**, you must provide the completed Form 303 and survey via email to Form303@dtsc.ca.gov or by mail to the Department of Toxic Substances Control (DTSC) address indicated below:

DTSC

HHW Unit-Form 303


P.O. Box 806

Sacramento, CA 95812-0806

Please SAVE the document as an excel file with your lead agency name. i.e. SacramentoForm303.xls before emailing it to DTSC. In all cases, keep a copy for your records

If you have **any** questions regarding the Form, survey or form revision, please contact Mary Misemer of the DTSC at mmisemer@dtsc.ca.gov or at (916) 323-9618.

Sincerely,



Kristin Yee
Supervisor, Used Oil Recycling Analysis Section
Used Oil & Household Hazardous Waste Branch
Special Waste Division

Attachments: Form 303

Guide to Complete Form 303
HHW Program Survey